



SNOHOMISH COUNTY SHERIFF'S OFFICE *INTAKE FORM*
WRIT OF RESTITUTION / UNLAWFUL DETAINER / EJECTMENT (POSSESSION)

SNOHOMISH CO SUPERIOR CASE #: _____

This order was issued under the RCW indicated below:

- ☐ RCW 7.28: Ejectment
- ☐ RCW 59.12: Forcible Entry and Forcible and Unlawful Detainer Act (must include minimum 20 day extension language)
- ☐ RCW 59.18: Residential Landlord Tenant Act (must include minimum 20 day extension language)
- ☐ RCW 59.20: Mobile Home Landlord-Tenant Act

Received from:

Name: _____ Email: _____
Address: _____ Phone: _____
City, Zip: _____ Fax: _____

Eviction contact:

Name: _____ Email: _____
Phone: _____ Phone: _____

Tenant/Residence Information:

Number of tenants: _____ Children (#/Ages) _____ Pets (#/type): _____
Name: _____ DOB/Age _____
Name: _____ DOB/Age _____
Special Info, Medical or Safety: _____
Garage/Storage Facility: _____ Gate/Locked (Include code or key) _____

“EVICTION, ARE YOU PREPARED?” restitution instructions provided by the Sheriff at intake.

- ☐ **Order** for Writ (Judgment order, default judgment, etc.)
- ☐ **Original Writ of Restitution**, plus a copy for the Sheriff, and each defendant including et al, all others, etc.
If not provided, you will be charged for copies made.
- ☐ **20 Day Extension** – verbiage should be in the writ. Writs not received in a timely manner cannot be served.
- ☐ **RCW 59.18.312 requires the Request for Storage of Personal Property** form.
A copy for each defendant being served is needed.
- ☐ **A Bond of Indemnity** if writ is for Unlawful Detainer (i.e. commercial), moving a mobile home or Ejectment.
 - Minimum required bond is \$5,000 and cannot be waived by the court (RCW 36.28.050)
 - Bond made out to “JOHN LOVICK, Sheriff of Snohomish County”.
 - Must include the court case heading, court cause number and type of action, if applicable to form.
 - Must include original signature of the Principal (or his agent) and the bonding agent.
- ☐ **Advance Fee** based on \$177.00 plus mileage and also fees for copies if not provided.

(Service/posting with aid \$87, Physical Eviction first hour \$67, Return \$23)

Mileage calculation: _____ Roundtrip miles X \$.50 per mile = _____ X 3 deputies = _____ mileage fee.

- Using Google Map from 3000 Rockefeller Ave, Everett 98201 to Service Address.
- Minimum mileage \$30.00 (\$10.00 per deputy to serve and 2 deputies for physical eviction .

Copies not provided at intake: First page x \$2.00 + additional pages _____ x \$1.00 = _____.

Total fees received \$ _____

Additional hours will be billed \$67.00 per hour if physical eviction appointment is not completed in one hour.

No refund of fees after service has occurred.

M/S 606 * 3000 Rockefeller Avenue * Everett * Phone (425) 388-3522 * Fax (425) 388-3826